

**DEPARTMENT OF SURGERY
ENT SECTION
MEETING MINUTES**

September 20, 2006---

Members:

P Liam Keating
P C. Robert Pettit
P Martha Corcoran

TOPIC	DISCUSSION	Action Responsible Party
I. Call to Order:	Dr. Corcoran called the meeting to order at 12:00pm.	Dr. Corcoran
II. Approval of Minutes	No minutes were presented for review	
III. Clinic Business	Dr. Keating helped complete new encounter form for clinic. Future revisions will be necessary, electronic form easy to update.	Dr. Keating
IV. Announcements:	<ul style="list-style-type: none"> Tracheotomy weaning protocol will be written up by Dr. Corcoran at request of critical care. Proposed Neurosurgery block time changes reported Intern proctoring discussed Letter to pharmacy regarding compounding solutions for sinus and nasal irrigations 	Dr. Corcoran
V. New Business	<ul style="list-style-type: none"> Call coverage ENT consult coverage - significant discussion regarding irregular transfer of care when ENT provider going on vacation or not available. New consult coverage policy established 	Dr. Corcoran Dr. Keating Dr. Pettit
VI. CQI/QA PEER REVIEW	Next Morbidity and Mortality meeting planned for November or sooner as needed.	Dr. Corcoran
VII. Misc.	Clarification requested – who is “attending” when patients admitted from ER? How is this determined? Refer question to ? Committee.	Dr. Keating

Pettit v. CCC - No. C-07-3358 JSW

CC 122

Date _____

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Chair's Initials _____

TOPIC	DISCUSSION	Action Responsible Party
VIII. Next Meeting Highlights	Review Surgery Dept. minutes	Informational.
IX. Adjournment	Meeting adjourned at 1:25pm.	Adjournment

Signature of Chair

Date

Date _____

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Petite v. CCC - No. C 07 3358 JSW
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Chair's Initials _____